

CITY OF WINCHESTER
BOARD OF PUBLIC WORKS AND SAFETY
MEETING MINUTES
TUESDAY, JULY 16, 2013

Regular meeting @ 8:00 a.m.
Council Chambers / City Hall / 113 E. Washington St.

Pledge – Mayor Croyle
Prayer – Mayor Croyle

Mayor Croyle called the meeting to order and presided over the meeting. Clerk-Treasurer, Vicki Haney, recorded the minutes.

The Clerk-Treasurer's roll call showed three Board of Public Works and Safety members present.

Mayor Steve Croyle
Councilor Todd Schroeder
Mr. Richard Gough

Additional Officials Present:

Chris Martin, Waste Water Treatment Plant Superintendent and Kathy Bond, Parks Department Superintendent

Approval of the Minutes

Mr. Gough moved to approve the minutes of the July 2, 2013 meeting. Councilor Schroeder seconded. Motion passed 3-0.

UNFINISHED BUSINESS

Headworks Project

Attorney Cockerill sent a letter to Robert E Crosby, Incorporated, and contractor for the Headworks Project. Mayor Croyle read the letter to the Board of Public Works and Safety members. The Headworks Project began on June 12, 2012 and was to be completed within 180 days. A list of the items that are not complete was included in the letter. The City is under no obligation to accept the defective work. The work was to be completed by December 29, 2012 or the City could charge RE Crosby Five Hundred Dollars (\$500.00) per day. This would total Ninety Seven Thousand Dollars (\$97,000.00) as of July 11, 2013. Mayor Croyle anticipates other vendors will need to be hired to finish the work. Superintendent Martin has already contacted one vendor to complete the control panel. Mr. Gough stated the letter was a good approach to this issue. All of the concerns need to be addressed. The Substantial Completion paperwork will not be signed until all issues are corrected.

Street Cut Permits

Mayor Croyle stated he has recently received several notifications for companies applying for Street Cut Permits. Superintendent Martin stated after the companies obtain their permits like they should the City needs to consider charging per cut, not per work order. Sometimes multiple cuts could be included in one work order. The ordinance states each cut is to be charged. Another issue with the Street Cut Permits is utility companies remediating the citizen's yard after the cut is complete. The yard should be maintained as it was previous to the cut. According to the ordinance, 15 days is given for this process. If

the issue with the Street Cut Permits persists, Mayor Croyle would like to charge the fines stated in the Ordinance. If a citizen's yard is not remediated the way they should be the City will fix the issues and the bond will be forfeited.

Sidewalks

Mayor Croyle stated the Board needs to start reviewing the sidewalks in the City to determine which sidewalks are dangerous and need repair. Notices will be sent to property owners whose sidewalks need repaired; if the property owners do not repair the issues, the City could repair the sidewalks and charge the property owners. The major issue is the City has sidewalks that are in need of repair. The sidewalk on the corner of East Street and Carl Street needs to be repaired; as well as the sidewalk on the corner of Residence and E. Fourth Street (where Morton School used to be located). One focus for the future is finding sidewalks in the City's possession that need to be repaired. A list will be compiled for the next meeting.

Wind Turbine

Mayor Croyle reported the wind turbine has been ordered. A timeline has not been established.

NEW BUSINESS

City Hall Gutters

J & K Home Solutions was a vendor at the 4th of July Off With a Bang Festival, held in the Goodrich Park. A gentleman was demonstrating a heated gutter system that Mayor Croyle believes would be very beneficial to City Hall. Mayor Croyle would like the gentleman to make a presentation at a Board of Public Works and Safety Meeting. The issue is with the gutters located on the north side of the City Hall building. The gutters freeze and when thawing occurs the gutters overflow consequently the pavement at the back door and drive up window is very slick. City Hall needs to be maintained. Quotes will be obtained from different companies for this project.

Insurance

Mayor Croyle distributed to the Board of Public Works and Safety Members a packet from Neace Lukens Insurance Company for Health Insurance and Risk Management Insurance. A presentation will be made at the next meeting by Culpepper Cooper for this insurance. The risk insurance will be bid out next year. Bids have not been requested for the risk management insurance for three years.

Meeting Cancellation

Mayor Croyle suggested canceling the meeting scheduled for August 6, 2013. The next meeting for the Board of Public Works and Safety will be on August 20, 2013.

Public Concerns

Mr. Gough asked Superintendent Martin about acquiring lighting and video cameras at the plant for security. Superintendent Martin stated quotes have not been received yet. The inside lighting has been replaced in the plant.

Mr. Gough noticed the skid loader at the Street Department is being used by Mr. Travis Wickens, independent contractor for the City's compost. Mayor Croyle stated that is not the City's skid loader. Mr. Gough asked what would happen if the contractor was injured on the City's property. The City had him sign a waiver, but he could still sue.

Accounts Payable Vouchers

Clerk-Treasurer Haney presented the accounts payable vouchers for the end of June totaling One Hundred Ten Dollars and Nineteen Cents (\$110.19). July 1 through July 10 accounts payable vouchers totaled Fifty Nine Thousand Six Hundred Six Dollars and Forty Four Cents (\$59,606.44). The Payroll accounts payable vouchers totaled Seventeen Thousand Seven Hundred Sixty Nine Dollars and Eighty Six Cents (\$17,769.86). The total of all accounts payable vouchers is Seventy Seven Thousand Four Hundred Eighty Six Dollars and Forty Nine Cents (\$77,486.49). Mr. Gough moved to approve the accounts payable vouchers. Councilor Schroeder seconded. Motion passed 3-0.

Adjournment

There being no further matters to discuss, Councilor Schroeder moved to adjourn. Mr. Gough seconded. Motion passed 3-0. The July 16, 2013 meeting was adjourned at 8:36 am.

Mayor, Steve Croyle

ATTEST: _____
Clerk-Treasurer, Vicki Haney